



Camp Tohiglo  
10670 Fort Loudon Rd.  
Mercersburg, PA 17236  
717-328-2784

**FORM 1501-NR**  
**NON-PA Resident Background Check Process**  
MUST BE COMPLETED EVERY 3 YEARS.

This is for **NON-PA RESIDENT volunteers ONLY** that volunteer for less than 30 days at Camp Tohiglo. PA Residents see Camp Tohiglo FORM 1501 for your process.

**WHICH VOLUNTEER STAFF MUST COMPLETE THIS?**

All volunteers, serving at Camp Tohiglo, who are 18 years of age or older, in direct contact with campers, must complete several background checks - outlined below. Please complete only the steps that apply to you. Please complete each step and send appropriate copies to Camp Tohiglo. Volunteers that include; Instructors, Teachers, Speakers (on-staff), Counselors, Assistant/Jr. Counselors, Deans, Nurses, and Lifeguards. Please see the Dean as to whether you must comply.

If you have completed these steps within the past 3 years (through an employer or other organization), please forward copies to the address listed below, you DO NOT have to complete STEP 2, however, ANY incomplete, or missing, step(s) must be completed. You still MUST complete STEP 3 & 4.

Forms to be completed under each step can be picked up at Camp, emailed to you from camp, obtained from Camp's website, or downloaded from each agency's website listed with each step.

**1 I HAVE COMPLETED A NATIONAL or STATE BACKGROUND CHECK**

If you have already complete a background check for your State and a National Criminal Record Check, please send copies to Camp Tohiglo. See STEP 3 & 4.

**2 SAFE HIRING SOLUTIONS • Free -or- \$16.95 donation to the camp if you're able to help.**

If you have not had a background check completed for your State and a National Criminal Record Check, you MUST file these checks through Safe Hiring Solutions, Complete an online form process at:

[https://safehiringsolutions.secure-screening.net/escreeing/OApp\\_LoginEntrance.asp?mode=direct&code=003589](https://safehiringsolutions.secure-screening.net/escreeing/OApp_LoginEntrance.asp?mode=direct&code=003589)

or print the SAFE HIRING FCRA VOLUNTEER FORM. After you receive your completed reports, please send copies to Camp Tohiglo. See STEPS 3 & 4.

Note: When using the online process, under "Position", please select "VOLUNTEER" during the first screen of the form.

**3 MANDATED REPORTER TRAINING • MUST BE COMPLETED BY EVERYONE**

You MUST complete Mandated Reporter Training for PA. This is a free online course which will take about 30-90 minutes to complete. You can do this at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Click on "registration" at the top of the page and follow the instructions. You don't have to complete it all in one sitting. You can exit and return later. Upon completing the course, you will get a certificate of completion. Please give us a copy of this certificate for our records.

**4 FINISHED REPORT COPIES**

Please make a copy of the reports you receive and send/deliver to Camp Tohiglo.

Mail to:

Camp Tohiglo  
Attn: Secretary Only  
10670 Fort Loudon Rd.  
Mercersburg, PA 17236

**QUESTIONS?**

Please call Allen Walck at 717-816-5411 or by email at [volunteer@camptohiglo.org](mailto:volunteer@camptohiglo.org) if you have any questions.